



COMMITTEE ON HUMAN RESOURCES/INSURANCE

February 3, 2026 at 5:00 PM

Aldermanic Chambers, City Hall (3rd Floor)

Members: Aldermen Goonan, Sapienza, O'Neil, Burkush, Vincent

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. HR Reports submitted by Victoria Prestejohn, Human Resources Director:
 - Position Summary Report
 - Vacancy Requisition Requests and Approvals
 - Summary of Arbitrations/Grievances
 - Sapphire SmartShopper Report

(Note: Provided for informational purposes only; no action is required.)
2. Communication from the Human Resources Director requesting approval of the updated job class specification for the Urban Forester position.
Gentlemen, what is your pleasure?
3. Communication from Phil Croasdale, Water Works Director, requesting the following changes to the department's complement:
 - Remove one (1) vacant Public Services Worker IV position, grade 109;
 - Add one (1) Water Works Utility Supervisor position, grade 116, and update its job classification**Gentlemen, what is your pleasure?**

4. Communication from Anna Thomas, Public Health Director, requesting the following changes to the department's complement:
- Addition of one (1) non-affiliated, exempt, City-funded Public Health Specialist II position, grade 115;
 - Change one-half (0.50) FTE of the Infectious Disease Branch - Public Health Nurse Supervisor position, grade 119, from grant-funded to City-funded;
 - Change one-half (0.50) FTE of the Administrative Assistant II position, grade 105, from grant-funded to City-funded;
 - Change the Environmental Health Specialist I position, grade 110, from City-funded to grant-funded

Gentlemen, what is your pleasure?

5. Communication from Ryan Cashin, Fire Chief, requesting that the Emergency Management Manager position (grade 122) be added to the department's list of exempt positions eligible for overtime.

Gentlemen, what is your pleasure?

If there is no further business, a motion is in order to adjourn.



City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065

DATE: December 1, 2025

The Honorable Mayor Ruais
And Board of Aldermen
City of Manchester
Manchester, NH 03101

Re: Position Report Summary

Dear Mayor Ruais and Board of Aldermen:

Attached is the authorized position report for the above date. Below is a summary of changes that took place since the last report. The following changes have been made to this report and will be reflected as such in future reports: notations removed from numbers in the New Hires column; addition of Internal and External columns to reflect the New Hires' application status.

DEPARTMENT	DATE	POSITION	NEW VACANCY	NEW HIRES	INTERNAL	EXTERNAL
MEDO	11/30/2025	Administrative Asst. II		1		X
Solicitor	11/17/2025	Attorney I		1		X
Office of Youth Services	11/28/2025	Youth Services Director	1***			
Central Fleet	11/30/2025	Equipment Mechanic II	1**			
Central Fleet	11/10/2025	Equipment Mechanic I		1	X	
Aviation	11/30/2025	Airport Building Technician	1***			
Aviation	11/10/2025	Airport Ops. & Maint. Spec.		1		X
Aviation	11/29/2025	Airside Maint. Supervisor	1**			
Aviation	11/09/2025	Airport Maint. Operator II		1		X
Aviation	11/30/2025	Airport Ops. Maint. Spec.		1		X
Water Works	11/01/2025	WTP Operator Trainee	1*			
Water Works	11/01/2025	WTP Operator I		1	X	
Water Works	11/21/2025	Water Works Utility Supervisor	1%			
Fire	11/01/2025	Fire Lieutenant	1**			
Fire	11/02/2025	Firefighter – AEMT	1*			
Fire	11/02/2025	Fire Lieutenant – AEMT		1	X	
Police	11/24/2025	Police Officer		1		X
Police	11/24/2025	Police Officer	1***			
Police	11/30/2025	Police Records Specialist I		1		X
Police	11/30/2025	Police Records Supervisor	1**			
Police	11/24/2025	Police Officer		1		X
Police	11/30/2025	Police Records Specialist II	1*			
Police	11/30/2025	Police Records Supervisor		1	X	
Police	11/30/2025	Police Records Specialist I	1*			
Police	11/30/2025	Police Records Specialist II		1	X	
Police	11/09/2025	Police Officer	1***			
Police	11/24/2025	Police Services Specialist	1*			
Police	11/24/2025	Police Officer		1	X	
Police	11/30/2025	Police Officer	1***			
Police	11/30/2025	Police Officer	1***			
Health	11/01/2025	Community Health Nurse	1**			
Health	11/21/2025	Environ. Health Spec. II	1***			

DPW – Highway	11/10/2025	Equipment Operator II	1*			
DPW – Highway	11/10/2025	Public Services Worker III		1	X	
DPW – Highway	11/24/2025	Grounds Maint. Worker II		1	X	
DPW – Highway	11/30/2025	Equipment Operator II	1*			
DPW – Highway	11/30/2025	Equipment Operator III		1	X	
DPW – Highway	11/30/2025	Public Services Worker II	1%			
DPW – Highway	11/23/2025	Highway Supervisor I	1*			
DPW – Highway	11/23/2025	Highway Supervisor III		1	X	
DPW – Highway	11/12/2025	Financial Analyst I	1%			
DPW – Highway	11/17/2025	Public Services Worker II		1		X
DPW – Highway	11/19/2025	Highway Supervisor I	1*			
DPW – Highway	11/19/2025	Public Services Worker I		1	X	
DPW – Highway	11/03/2025	Equip. Operator III	1*			
Parking	11/10/2025	Parking Control Officer	1*			
Parks, Rec & Cemetery	11/24/2025	Grounds Maint. Worker II	1*			
Parks, Rec & Cemetery	11/24/2025	Grounds Maint. Worker III		1	X	
Parks, Rec & Cemetery	11/23/2025	Grounds Maint. Worker II	1*			
Parks, Rec & Cemetery	11/23/2025	Grounds Maint. Worker III		1	X	
Parks, Rec & Cemetery	11/10/2025	Grounds Maint. Worker II		1		X
Parks, Rec & Cemetery	11/03/2025	Rec. Facil. Maint. Worker		1	X	
Parks, Rec & Cemetery	11/10/2025	Grounds Maint. Worker III	1*			
Parks, Rec & Cemetery	11/10/2025	Rec. Facil. Maint. Worker		1	X	
Library	11/30/2025	Librarian I	1*			
Library	11/30/2025	Librarian II		1	X	
		Total	30	26	16	10

*Due to Internal Promotions/Demotions/Position Control Changes

**Due to Retirement

*** Due to Resignation

Due to Lay off / % Discharged / &Death

Shading – Retirement EIS rec'd for future month



City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065

DATE: January 1, 2026

The Honorable Mayor Ruais
And Board of Aldermen
City of Manchester
Manchester, NH 03101

Re: Position Report Summary

Dear Mayor Ruais and Board of Aldermen:

Attached is the authorized position report for the above date. Below is a summary of changes that took place since the last report. The following changes have been made to this report and will be reflected as such in future reports: notations removed from numbers in the New Hires column; addition of Internal and External columns to reflect the New Hires' application status.

DEPARTMENT	DATE	POSITION	NEW VACANCY	NEW HIRES	INTERNAL	EXTERNAL
Solicitor	12/30/2025	Attorney I		1		X
Information Systems	12/31/2025	Information Systems Director	1**			
Tax	12/15/2025	Municipal Revenue Clerk		1		X
Aviation	12/31/2025	Airport Building Technician	1***			
Aviation	12/14/2025	Airport Building Technician		1		X
DPW – EPD	12/10/2025	WWTP Operator Trainee	1*			
DPW - EPD	12/10/2025	WWTP Operator		1	X	
Water Works	12/18/2025	Watershed Maint. Worker II	1*			
Water Works	12/15/2025	Public Services Worker IV	1*			
Water Works	12/16/2025	Water Works Utility Supervisor		1	X	
Water Works	12/15/2025	Water Works Utility Supervisor	1*			
Water Works	12/15/2025	Utility Inspector II		1	X	
Fire	12/31/2025	Telecomm. Supervisor – Fire	1**			
Fire	12/31/2025	Fire Captain – EMT	1**			
Police	12/23/2025	Police Officer	1%			
Police	12/15/2025	Emergency Serv. Disp. – Police		3		3
Police	12/01/2025	Police Records Specialist I	1*			
Police	12/01/2025	Police Records Specialist II		1	X	
DPW - Highway	12/31/2025	Equipment Operator II	1***			
DPW – Highway	12/31/2025	Highway Supervisor II	1**			
DPW – Highway	12/31/2025	Utility Inspector II	1**			
DPW – Highway	12/31/2025	Office Administrator I	1**			
DPW – Highway	12/22/2025	Accountant II	1*			
DPW – Highway	12/22/2025	Accounting Technician II		1	X	
DPW – Highway	12/01/2025	Public Services Worker I	1*			
DPW – Highway	12/01/2025	Public Services Worker II		1	X	
DPW – Highway	12/15/2025	Administrative Asst. III		1		X
DPW – Highway	12/15/2025	Equipment Operator II	1%			
Library	12/31/2025	Librarian I	1***			
		Total	18	13	6	7

*Due to Internal Promotions/Demotions/Position Control Changes

**Due to Retirement

*** Due to Resignation

Due to Lay off / % Discharged / &Death

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Victoria Prestejohn
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

January 23, 2026

To: Alderman Daniel Goonan, Chair, Human Resources and Insurance Committee

From: Victora Prestejohn, HR Director, INFORMATIONAL ONLY

Re: Summary of Grievances and Arbitrations

Attached is a summary document regarding outstanding and/or settled union grievances and arbitrations as of January 23, 2026.

January, 2026
Outstanding Grievances and Arbitrations

DEPARTMENT/ CASE NUMBER	DATE FILED	GRIEVANCE	STATUS	ARB. DATE	ARB. COST	OUTCOME
TBD	October 2025	IAFF Vacation Buyback	Resolved			
TBD	September 2025	IAFF Vacation Time	Resolved			
TBD	July 2025	Wage Scale Placement	Resolved			
G-0103-15	June 2025	Unjust Termination	Arbitration Postponed	2/13/2026		

Victoria Prestejohn
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

January 23, 2026

To: Alderman Daniel Goonan, Chair Human Resources and Insurance Committee

From: Victoria Prestejohn, Human Resources Director

Re: SmartShopper Report for November & December 2025

Sapphire SmartShopper Report

Below is the City of Manchester's SmartShopper Monthly results for **November & December 2025**.

November 2025:

- Monthly claims savings: \$28,548
- Activation Rate: 50%
- Monthly Shop Conversion Rate: 83%
- Monthly Member Rewards: \$5,100 went to members for 73 incentives paid.

Program to date performance numbers:

PTD Incentives total number: 7,854

PTD Incentives total dollar: \$609,270

PTD Net Claim Savings: \$5,199,119

PTD Incentive ROI: 5.30

December 2025:

- Monthly claims savings: \$16,011
- Activation Rate: 50%
- Monthly Shop Conversion Rate: 83%
- Monthly Member Rewards: \$4,325 went to members for 50 incentives paid.

Program to date performance numbers:

PTD Incentives total number: 7,904

PTD Incentives total dollar: \$613,595

PTD Net Claim Savings: \$5,215,130

PTD Incentive ROI: 5.30

Victoria Prestejohn
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

January 23, 2026

To: Alderman Daniel Goonan, Chair, Human Resources and Insurance Committee

From: Victora Prestejohn, HR Director, INFORMATIONAL ONLY

Re: INFORMATIONAL ONLY: Vacancy Requisition Requests and Approvals

Attached is the Requisition Approval Report used to monitor the filling of vacant positions within the City of Manchester. The report reflects the current practice of submitting the request first to the Human Resource Department for verification of the vacancy. Once confirmed, the request to fill the vacancy is forwarded to the Mayor for approval.

Requisition Report 2025

Received	Req. #	Dept.	Position	Replacing	HR Approved	Sent to Mayor	Mayor Approved
11/24/2025	1320-29-25	Water	Water Works Utility Supervisor	Kevin MacArthur	11/24/2025	11/24/2025	11/24/2025
11/24/2025	1321-25-25	Aviation	Airfield Equipment Operator Seasonal/Temp	2 additional seasonal	11/24/2025	11/24/2025	11/24/2025
11/24/2025	1322-25-25	Aviation	Airside Maintenance Supervisor	Marc Moquin	11/24/2025	11/24/2025	11/24/2025
11/25/2025	1323-65-25	DPW	Grounds Maintenance Worker II	Michael Bradley	11/25/2025	11/25/2025	11/25/2025
11/25/2025	1324-65-25	DPW	Grounds Maintenance Worker II	Leland Dunmyer	11/25/2025	11/25/2025	11/25/2025
12/2/2025	1325-30-25	Fire	EMS Capatain - EMT	Promotion	12/2/2025	12/2/2025	12/11/2025
12/2/2025	1326-30-25	Fire	Fire Lieutenant - EMT	Promotion	12/2/2025	12/2/2025	12/11/2025
12/2/2025	1327-30-25	Fire	Firefighter - EMT	Promotion	12/2/2025	12/2/2025	12/11/2025
12/3/2025	1328-50-25	DPW	Equipment Operator II	Jace Loftus	12/3/2025	12/3/2025	1/21/2026
12/3/2025	1329-50-25	DPW	Public Services Worker II	Alex Montanez Rodriguez	12/3/2025	12/3/2025	
12/3/2025	1330-71-25	Library	Librarian I - Youth Services Division	Dori Eisenstat	12/3/2025	12/3/2025	1/21/2026
12/9/2025	1331-50-25	DPW	Equipment Operator II	Eugene Emmons	12/9/2025	12/9/2025	1/21/2026
12/9/2025	1332-29-25	Water	Water Works Utility Supervisor	Adam Desrosiers	12/9/2025	12/9/2025	1/21/2026
12/9/2025	1333-50-25	DPW	Utility Inspector I	Joe Bergeron	12/9/2025	12/9/2025	12/9/2025
12/10/2025	1334-21-25	DPW	Project Coordinator	Tarra Caikauskas	12/10/2025	12/10/2025	12/10/2025
12/10/2025	1335-50-25	DPW	Public Services Worker II	Heather Lewis	12/10/2025	12/10/2025	
12/11/2025	1336-18-25	OYS	Youth Services Director	Michael Quigley	12/11/2025	12/11/2025	12/11/2025
12/15/2025	1337-50-25	DPW	Equipment Operator V	Armand Downey	12/15/2025	12/15/2025	1/8/2026
12/15/2025	1338-50-25	DPW	Accountant II	Nadine Degan	12/15/2025	12/15/2025	
12/15/2025	1339-50-25	DPW	Equipment Operator II	Jack Lawrence	12/15/2025	12/15/2025	1/21/2026
12/15/2025	1340-50-25	DPW	Administrative Assistant III	Danielle Corbett-Hemenway	12/15/2025	12/15/2025	
12/18/2025	1345-54-25	Parking	Parking Control Officer FT	Ruben Calvo	12/18/2025	12/18/2025	
12/19/2025	1346-29-25	Water	Watershed Maintenance Worker II	Nathaniel Garceau	12/19/2025	12/19/2025	
12/22/2025	1348-50-25	DPW	Equipment Operator II	Jace Loftus	12/22/2025	12/22/2025	1/21/2026
12/22/2025	1349-30-25	Fire	Firefighter-EMT	Thomas Holliday	12/22/2025	12/22/2025	1/21/2026
12/22/2025	1350-71-25	Library	Librarian I Part-Time	Ann Spaulding	12/22/2025	12/22/2025	1/21/2026
12/22/2025	1351-71-25	Library	Assistant Librarian	Mary Orzechowski	12/22/2025	12/22/2025	1/21/2026
12/24/2025	1352-65-25	DPW	Grounds Maintenance Worker II	Myles Cavanaugh	12/24/2025	12/24/2025	1/21/2026
12/30/2025	1353-50-25	DPW	Public Services Worker II	Jeffrey Clancy	12/30/2025	12/30/2025	
12/30/2025	1354-50-25	DPW	Public Services Worker II	Zachary Clancy	12/30/2025	12/30/2025	
12/30/2025	1355-50-25	DPW	Refuse Collector	John Linton	12/30/2025	12/30/2025	
12/30/2025	1356-50-25	DPW	Refuse Collector Temp to Perm	Layens Belmond	12/30/2025	12/30/2025	1/21/2026
12/31/2025	1357-20-25	Planning	Community Grants Manager	Todd Fleming	12/31/2025	12/31/2025	12/31/2025
12/31/2025	1358-20-25	Planning	Planner I	Alex Floeckher	12/31/2025	12/31/2025	12/31/2025

Requisition Report 2026

Received	Req. #	Dept.	Position	Replacing	HR Approved	Sent to Mayor	Mayor Approved
1/5/2026	1359-30-26	Fire	Fire Services Data Analyst	New Position	1/5/2026	1/5/2026	1/8/2026
1/5/2026	1360-30-26	Fire	Fire Inspector	New Position	1/5/2026	1/5/2026	1/8/2026
1/5/2026	1361-50-26	DPW	Equipment Operator III	William Slattery	1/5/2026	1/5/2026	1/21/2026
1/5/2026	1362-50-26	DPW	Equipment Operator III	Eugene Emmons	1/5/2026	1/5/2026	1/21/2026
1/5/2026	1363-07-26	Solicitor	Attorney I	Benjamin Maki	1/5/2026	1/5/2026	1/5/2026
1/5/2026	1364-07-26	Solicitor	Paralegal	Kimberly Abaid	1/5/2026	1/5/2026	1/5/2026
1/5/2026	1365-07-26	Solicitor	Legal Assistant II	Jasleen Maldonado	1/5/2026	1/5/2026	1/5/2026
1/14/2026	1366-50-26	DPW	Public Services Worker IV-Jack Hammer	Christian Pena	1/14/2026	1/14/2026	
1/14/2026	1367-30-26	Fire	Emergency Services Dispatcher	Marcus Cartier	1/14/2026	1/14/2026	1/21/2026
1/20/2026	1368-50-26	DPW	Equipment Operator III	Scott Roberts	1/20/2026	1/20/2026	1/21/2026

Victoria Prestejohn
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

TO: Alderman Daniel Goonan, Chair
Human Resources and Insurance Committee

FROM: Victoria Prestejohn, Human Resources Director

DATE: February 3, 2026

SUBJECT: Overtime and Standby Pay for Urban Forester (6135-117)

As follow-up to the December 2, 2025 Human Resources and Insurance Committee matter of overtime and standby pay for the Urban Forester position with Parks, Recreation & Cemetery, which was approved by a unanimous vote by HRIC members and subsequently approved by the Board of Mayor and Aldermen on December 16, 2025, I have included the updated job class specification for your review and approval. The job class specification would now include “on-call status” as part of the position’s Required Special Qualifications.

Respectfully submitted,

Victoria Prestejohn
Human Resources Director

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the request from the Chief of Parks, Recreation & Cemetery that the position of Urban Forester (Grade 117) be added to the department's list of exempt positions eligible for overtime and standby pay for purposes of emergency responses be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held December 16, 2025, on a motion of Alderman O'Neil, duly seconded by Alderman Long, the report of the Committee was accepted and its recommendation adopted.

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

City Clerk

Victoria Prestejohn
Human Resources Director



CITY OF MANCHESTER Human Resources Department

December 2, 2025

Alderman Edward Sapienza, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Overtime and Standby Pay for Urban Forester (6135-117)

Dear Chair Sapienza and HRIC Members:

Chief of Parks, Mark Gomez, with support and approval from Public Works Director, Tim Clougherty, requests that one (1) non-affiliated, exempt position be added to the department's list of exempt positions eligible for overtime and standby pay for purposes of emergency responses:

- Urban Forester (6135, grade 117)

The Urban Forester position with Parks, Recreation & Cemetery has historically been paid overtime and standby pay, but has yet to be formally approved by the BMA. Under the City's compensation system, exempt employees do not normally receive overtime pay or standby pay. However, as provided in City Ordinances 33.059 (D) and 33.060 (C), emphasis added:

Call-Back Pay. Exempt employees shall not be entitled to call-back pay unless such call-back pay is part of a collective bargaining agreement **or is approved by the Board of Mayor and Aldermen.**

Standby pay for exempt employees. Exempt employees shall not be entitled to standby duty pay unless such standby duty pay is part of a collective bargaining agreement **or is approved by the Board of Mayor and Aldermen.**

Accordingly, this Board may approve the payment of overtime pay and standby pay to exempt employees if and when warranted.

Upon review of the Urban Forester's class specifications, it is an essential function of the job to oversee, plan, direct, and organize Forestry operations, including management of all daily work. The Urban Forester's oversight of work can occur outside of normal business hours, and during weekends or holidays to monitor and respond to emergency situations, such as downed tree limbs impeding on the safety of the public, and assessing the safety of equipment and crews when responding to such emergencies.

Human Resources supports Chief Gomez's and Director Clougherty's request that the BMA approve overtime pay and standby pay for the Urban Forester position. Authorization for such will not require any additional funding, and can be managed within their current budget.

Accordingly, Human Resources recommends that the BMA approve overtime pay and standby pay for the Urban Forester position, on the same terms and conditions as it is provided to those in the Collective Bargaining Agreement between City of Manchester and AFSCME Council 93, Local 298 for Highway, Parks & EPD, specifically Article 8 Hours of Work and Overtime, and Article 12 Standby Time Compensation.

Respectfully submitted,

Victoria Prestejohn
Human Resources Director

Timothy J. Clougherty
Public Works Director



Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan
Andre Parent

CITY OF MANCHESTER
Department of Public Works

November 10, 2025

Victoria Prestejohn
Human Resources
One City Hall Plaza
Manchester, New Hampshire 03101

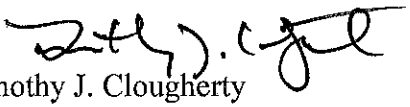
RE: Urban Forester Overtime and Standby pay

Dear Ms. Prestejohn,

I approve the overtime pay and on call status for the Urban Forester requested by Mark Gomez, Chief of Parks.

This expense can be managed within our current budget.

Sincerely,


Timothy J. Clougherty
Public Works Director

cc:

Owen P. Friend-Gray, P.E., Deputy Public Works Director
Tiffany A. Lucas, Business Services Officer
Mark Gomez, Chief of Parks

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Mark Gomez
Chief of Parks, Recreation
& Cemetery



Commission
Colin Manning, Chair
David Flurey
Erin Loomis Laughlin
Jen Drociak

CITY OF MANCHESTER
Department of Public Works
Parks, Recreation & Cemetery Division

November 3, 2025

Victoria Prestejohn
Human Resources Director

RE: Overtime and Standby Pay for Urban Forester (6135-117)

Dear Ms. Prestejohn:

I am writing to request that the position of Urban Forester (6135-117), an exempt position, be eligible for payment of overtime and on-call status in accordance with articles 8 and 12, respectively, of the AFSCME Master Agreement.

The Urban Forester is critical to the City's emergency response when damaged trees and large limbs are downed in the right-of-way or otherwise posing an imminent threat to public safety.

This position oversees our tree crew, including selection of the appropriate equipment and actions required to safely remove dangers. The Urban Forester is also responsible for assessing and triaging multiple requests in emergency situations, as well as physically joining in emergency response actions.

Overtime pay would be issued when after-hours and weekend responses are required. Standby pay would be issued when very high winds or other extreme weather detrimental to tree stability is forecast outside of regular work hours.

No additional monies are required to fund this proposal. Costs will be managed within the DPW budget.

Thank you for your consideration of this matter.

Mark M. Gomez
Chief of Parks, Recreation & Cemetery

cc: Timothy J. Clougherty, Public Works Director
Owen Friend-Gray, Deputy Public Works Director
Tiffany A. Lucas, Business Services Manager

City of Manchester
New Hampshire

In the year Two Thousand and twenty-six

AN ORDINANCE

“Amending Section 33.026 (Urban Forester) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Urban Forester, Class Code 6135, Grade 117 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

	CITY OF MANCHESTER, NH	
	Class Title	Urban Forester
	Class Code Number	6135
	Pay Grade	117
	FLSA	Exempt
This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.		

GENERAL STATEMENT OF DUTIES:

Manages the daily operations of the Urban Forestry Division; performs directly related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The principal function of an employee in this class is to plan and supervise the daily work of the Urban Forestry Division. The work is performed under the direct supervision of the Parks Grounds Operations Manager, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Tree Trimmer and related maintenance personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

EXAMPLES OF ESSENTIAL WORK:

- Oversees, plans, directs, and organizes the Forestry operations of the Parks and Recreation Department, including management of all daily work;
- Reviews requests from general public and city departments; performs assessments based on type of request and city responsibility; generates service requests as needed for work to be completed; responds to requesters with information on direction and city decision;
- Tracks work orders and service requests based on priority and assigns work to crews; performs logistical work including traffic re-routes, notifications, and permissions to facilitate tree work as scheduled;
- Creates follow-up work orders such as stump grinding as needed; submits DigSafe requests ahead of scheduled grinding;
- Coordinates bidding processes of purchases of equipment and services;
- Prepares and administers the Urban Forestry budget;
- Reviews RFP/RFB bids and proposals for work outside the scope of City crews; works directly with contractors to complete smaller jobs;
- Designs methods for work activities to increase efficiency and effectiveness in Forestry functions;
- Prioritizes work, distributes assignments, and monitors and performs inspections of all completed work;
- Applies, monitors, and tracks compliance with industry certifications; maintains certification status;
- Investigates complaints from citizens regarding a Forestry function, ensures all personnel act in a professional manner and according to prescribed guidelines, and provides information on Forestry operations to any inquiring party;
- Reviews public tree work requests and determines the appropriate work schedule for the Department; performs emergency response and dispatches crews as needed;
- Consults with the public and other City departments to investigate appropriate forestry work and explain the necessary course of action; completes arborist reports and tree assessments as needed;
- Consults on tree conditions for larger capital projects, requests tree protection standards as needed, and monitors for compliance; determines and recommends the use of City crews and/or contract crews to complete the work; monitors project progress;
- Ensures safe distances between woody vegetation and streets, traffic signs, parks, etc.;
- Determines unsafe trees and/or tree limbs for removal from public contact;
- Prepares City tree planting plans, including selecting tree varieties appropriate to sites, selecting tree stock, scheduling with nursery, and submits advance Dig Safe requests,
- Trains Parks crew members on safe practices in working with trees and chainsaws, ensures all crews operate safely

- and efficiently, and recommends tools, equipment, and methods for safe completion of work;
- Provides training methods for all designated personnel and participates in training programs;
- Provides information for budgetary purposes;
- Maintains thorough and accurate records of all activities within the Urban Forestry Division, including timekeeping;
- Handles personnel/disciplinary issues within the division;
- Provides guidance and demonstrations to new employees in similar positions;
- Keeps supervisors informed of work progress, issues, and potential solutions;
- Attends meetings and training to stay current on relevant practices and developments;
- Responds to citizen inquiries courteously and promptly;
- Coordinates regularly with others to enhance interdepartmental efficiency; and
- Performs additional duties as required by the classification.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Comprehensive knowledge of the procedures and equipment used in Forestry operations;
- Comprehensive knowledge of tree care, including the use of common insecticides, fungicides, and fertilizers;
- Comprehensive knowledge of hazards and safety precautions of tree cutting, pruning, and chipping;
- Comprehensive knowledge of trees, flowers, shrubs, grass planting, cultivation, pruning, and other aspects of plant propagation and care, including the use of common pesticides and fertilizers;
- Comprehensive knowledge of plant biology and the common and botanical names of trees, flowers, shrubs, and grasses native to or transplanted to New Hampshire;
- Thorough knowledge of horticultural principles and practices;
- Thorough knowledge of landscape planning;
- Thorough knowledge of surveying principles and practices;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to operate tree planting and removal equipment;
- Ability to recognize hazardous locations of trees or tree limbs;
- Ability to use hand and power tools appropriate to assigned tasks;
- Ability to plan, organize, coordinate, and supervise the work of others;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Graduation from an accredited college or university with a Bachelor's Degree in Urban Forestry, Landscape Architecture, or related; and
- Three to five years of experience in forestry operations with some supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

REQUIRED SPECIAL QUALIFICATIONS:

- On call status:

- New Hampshire Department of Agriculture - Pesticide Applicator License;
- Certified Arborist (CA) License or New Hampshire Arborists Association (NHAA) Certified Arborist.

ESSENTIAL PHYSICAL ABILITIES:

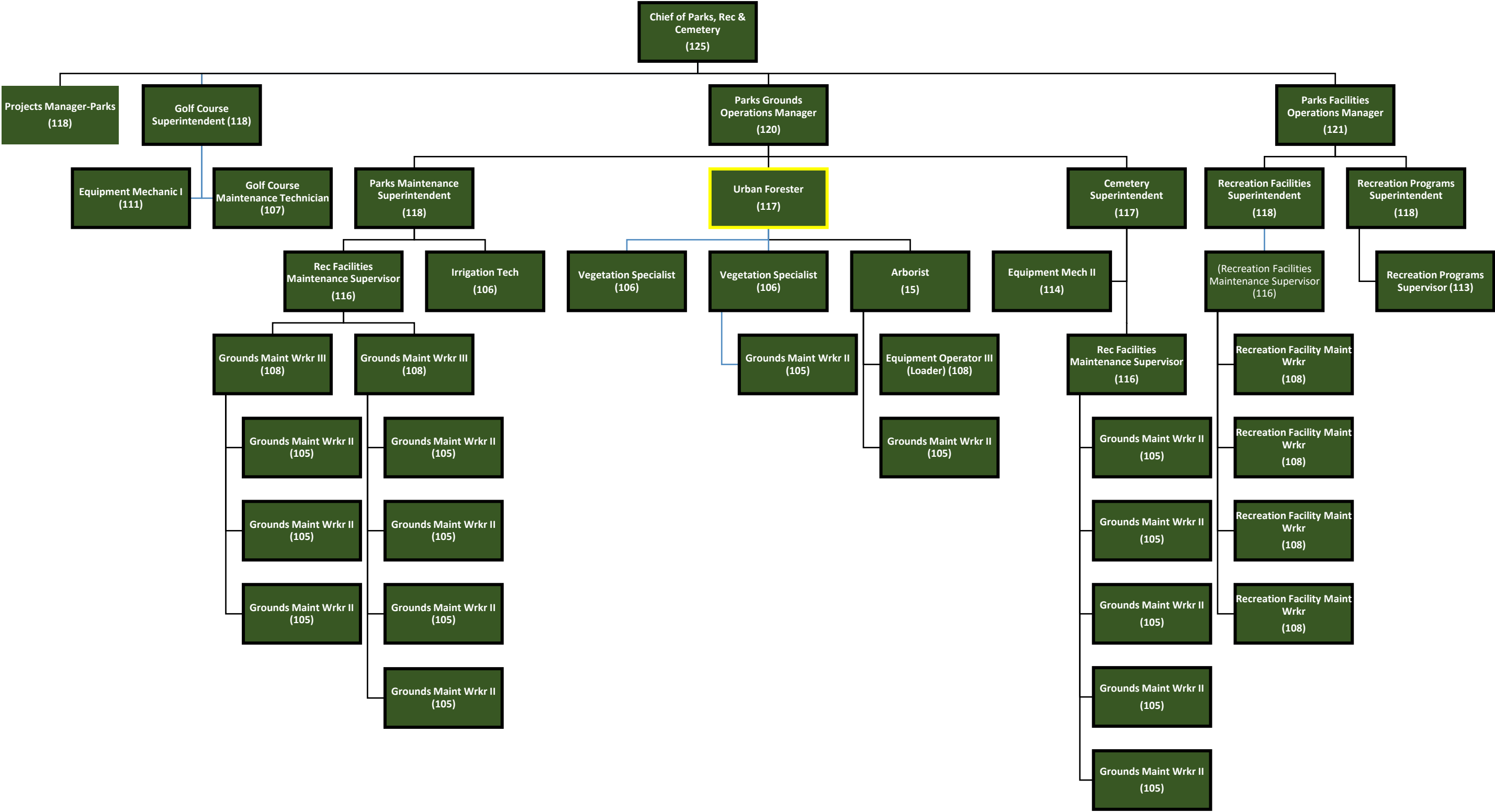
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe tree conditions and work in progress;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate chain saws and related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate hand, power and tree maintenance tools continuously and to lift, carry and move objects, through a full range of motion, up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to climb trees and work in confined spaces at various locations throughout the City.

Approved by:	Date:	Revised by:	Date:
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To perform this job successfully, an individual must be able to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Given every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description.

Revised: 2-2025

Parks, Recreation & Cemetery Division



Victoria Prestejohn
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

December 18, 2025

Alderman Daniel Goonan, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Manchester Water Works – Complement Change Request

Dear Chair Goonan and HRIC Members:

Manchester Water Works Director, Phil Croasdale is requesting authorization to eliminate one (1) vacant Public Services Worker IV position and add one (1) Water Works Utility Supervisor to his current complement.

These changes are outlined as follows:

- Updating the Water Works Utility Supervisor job classification (4300, Grade 116);
- Removal of one (1) vacant Public Services Worker IV (5370, Grade 109);
- Addition of one (1) Water Works Utility Supervisor (4300, Grade 116).

The update to the class specification, is for the purpose of aligning the position duties with the upgrading of personnel. These changes have been approved by the Union, and will not result in any pay grade change to this position.

The removal of one (1) vacant Public Services Worker IV position will allow for the addition of one (1) new position of Water Works Utility Supervisor to aid in the streamlining of operational functions for the Water Distribution Division.

I have discussed these changes with Director Croasdale, and am supportive of his proposal. Director Croasdale confirms such changes can be managed within his existing FY26 budget. Furthermore, USW– Local 8938 is in support of the class specification change request.

Respectfully submitted,

Victoria Prestejohn
Human Resources Director

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •

FAX: (603) 628-6065

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov



MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103 • (603) 624-6494



BOARD OF WATER COMMISSIONERS

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President

GARRY HAWORTH
Clerk

Ex Officio
HON. JAY P. RUAIS
Mayor

PHILIP W. CROASDALE
Director

November 24, 2025

Ms. Victoria Prestejohn, Director
City of Manchester
Human Resources Department
One City Hall Plaza
Manchester, NH 03101

Re: Water Works Utility Supervisor

Dear Victoria,

Request authorization to eliminate one (1) vacant Public Services Worker IV position and add one (1) Water Works Utility Supervisor to our current complement.

The Manchester Water Works – Water Distribution Division, currently has three (3) Water Works Utility Supervisors. We have identified the need for an additional, highly skilled, supervisor to maintain the proper functioning of this Division. The Water Distribution Division, currently has one (1) vacant budgeted, Public Services Worker IV position (formerly titled Water Works Emergency Technician – title change made in the Evergreen Compensation Study) which we would like to eliminate from our complement and add the essential position of one (1) Water Works Utility Supervisor. We feel this change will better serve the needs of our residents and taxpayers with regard to water distribution throughout the City of Manchester and surrounding towns we service.

Water Works is also requesting an update to the Water Works Utility Supervisor class specification, which has been approved by the Union. Please see attached letter.

Funding for this change is available within our FY2026 Budget. We anticipate the filling of the Water Works Utility Supervisor position to come from inside the Department.

The start date for the new hire would be upon award, background check and Mayoral approval.

I appreciate your consideration to this request and would be happy to discuss it should you have any questions. If so, please feel free to contact me at (603)792-2800.

Sincerely,

Philip W. Croasdale

Philip W. Croasdale, Director
Attachments

City of Manchester
New Hampshire

In the year Two Thousand and twenty-six

AN ORDINANCE

“Amending Section 33.026 (Water Works Utility Supervisor) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Water Works Utility Supervisor, Class Code 4300, Grade 116 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

	CITY OF MANCHESTER, NH	
	Class Title	Water Works Utility Supervisor
	Class Code Number	4300
	Pay Grade	116
	FLSA	Non-Exempt
This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.		

GENERAL STATEMENT OF DUTIES:

Supervises a crew of Water Works maintenance personnel; performs directly related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The principal function of an employee in this class is to oversee daily assigned work. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the classes of Public Services Worker, Equipment Operator, and related. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

EXAMPLES OF ESSENTIAL WORK:

- Investigates water main and service leaks, water quality, pressure anomalies and frozen and/or broken water lines;
- Intakes and responds to information from the public regarding water main breaks and related emergencies;
- Locates and marks, locations on existing facilities in field in compliance with the state of New Hampshire's Dig Safe Program;
- Establishes traffic patterns to ensure safety of City personnel, outside contractors and related with a minimal impact to traffic routes;
- ~~Directly s~~Supervises a work crew, and participates in repair, maintenance, and construction activities;
- Establishes job priorities and time frames for assigned personnel;
- Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
- Trains employees on equipment, task procedures, work standards, and proper safety procedures;
- Supervises the use of machinery and equipment;
- Completes thorough and accurate reports on daily work activities, including tasks completed;
- Reviews and analyzes methods, policies, procedures, and performance to implement or recommend implementation of objective improvement systems;
- Serves as liaison to internal and external customers and responds to requests and inquiries concerning programs, policies, procedures, timelines for construction, maintenance, and repair projects;
- Determines when additional staff and resources are necessary to complete duties in timely manner and coordinates needs with other Supervisors and the Distribution Operations Manager;
- Supervises on-call crews;
- Conducts water sampling;
- Performs water systems construction, maintenance, and repair functions, including laying water mains, digging trenches, installing water valves, installing water main taps and service taps, cutting pipe, cleaning and lining old mains, and installing, repairing, and maintaining fire hydrants (including snow removal on fire hydrants);
- Performs leak detection and water line tracing;
- Performs other duties of maintenance crews as necessary;
- Completes administrative tasks including daily time cards, inventory stock slips, and confined space permits;
- Operates heavy equipment including dump trucks, compactors, loaders, cranes, trucks, excavators, and backhoes;
- Provides guidance and demonstrations to new employees in similar positions;
- Keeps supervisors informed of work progress, issues, and potential solutions;

- Attends meetings and training to stay current on relevant practices and developments;
- Responds to citizen inquiries courteously and promptly;
- Coordinates regularly with others to enhance interdepartmental efficiency; and
- Performs additional duties as required by the classification.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Thorough knowledge of water distribution installations, repair, and maintenance;
- Thorough knowledge of Manchester City geography, streets, and business locations;
- Substantial knowledge of traffic hazards and traffic safety principles, practices, and procedures;
- Substantial knowledge of the operation and maintenance of construction and maintenance equipment, including backhoes, trucks, asphalt sealers, rollers and tampers, sewer cleaning equipment, snow plows, street sweepers, and related;
- Substantial knowledge of safety practices for equipment, hand and power tools;
- Substantial knowledge of supervisory principles and practices;
- Some knowledge of surveying principles and practices;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings on daily field activities;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Graduation from High School or possession of a GED; and
- Three to five years of experience in the position of Public Services Worker assigned within Water Works operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

REQUIRED SPECIAL QUALIFICATIONS:

- On call status;
- Class B Commercial Driver's License (CDL-B).

ESSENTIAL PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously and to lift and carry, through a full range of motion, continuously;
- Sufficient strength and endurance, with or without reasonable accommodation to lift and carry, through a full range of motion, up to 50 pounds occasionally, 20 pounds frequently and 10 pounds consistently lift, carry, push, pull or otherwise move objects;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment and to be able to stoop, kneel, crouch, stand, walk, push, pull, climb, and grasp repetitively.

Approved by:	Date:	Revised by:	Date:
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To perform this job successfully, an individual must be able to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Given every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description.

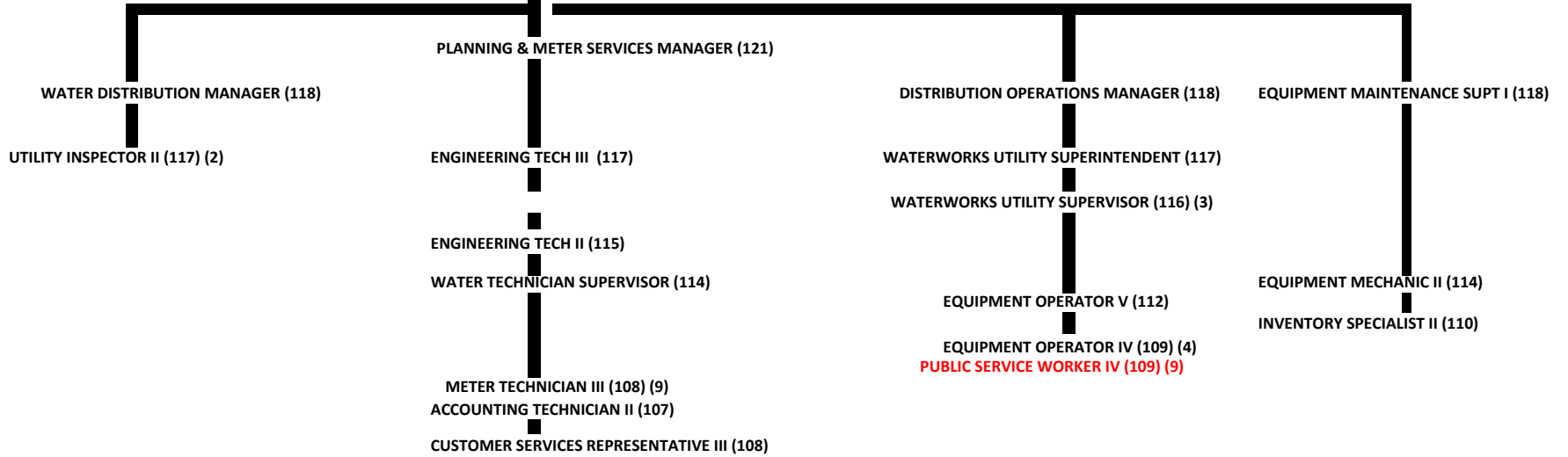
Revised: 2-2025

DISTRIBUTION DIVISION

41

EVERGREEN - Current

DEPUTY DIRECTOR, DISTRIBUTION (129)



3

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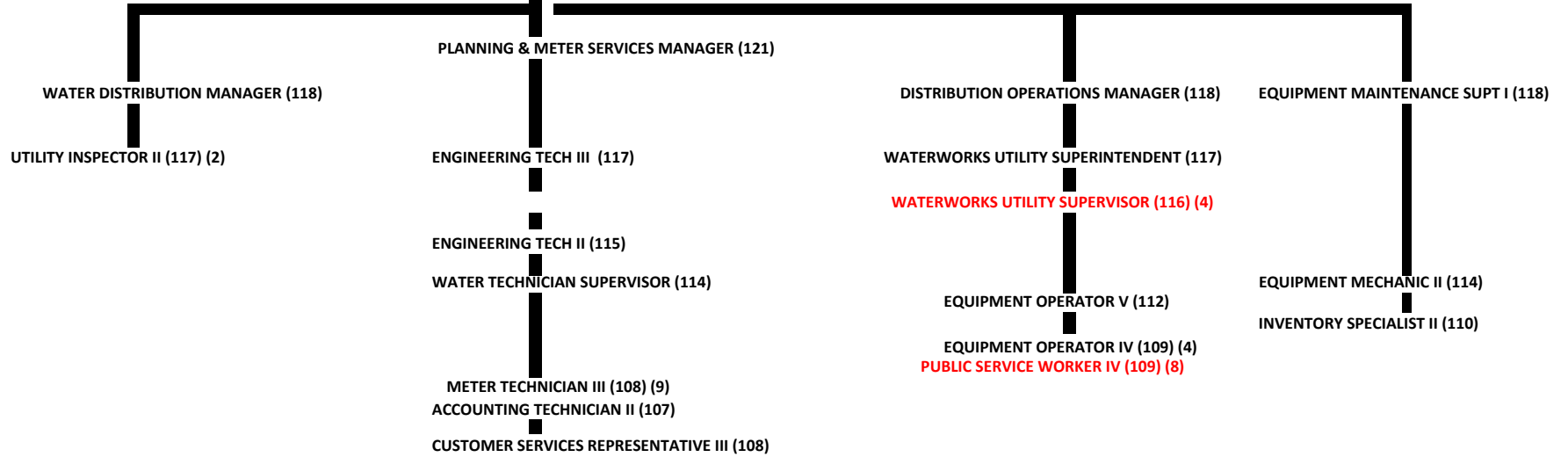
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DISTRIBUTION DIVISION

41

EVERGREEN - Proposed

DEPUTY DIRECTOR, DISTRIBUTION (129)



3

15

22

Victoria Prestejohn
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

February 3, 2026

Alderman Daniel Goonan, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Health Department Complement Change Request

Dear Chair Goonan and HRIC Members:

Health Department Director Anna Thomas is requesting the following changes to the Health Department's complement:

- Addition of one (1) non-affiliated, exempt, City-funded, Public Health Specialist II (7010, grade 115);
- Change one-half (0.50) FTE of the Infectious Disease Branch - Public Health Nurse Supervisor position (7100, grade 119) from grant-funded to City-funded;
- Change one-half (0.50) FTE of the Administrative Assistant II position (1060, grade 105) from grant-funded to City-funded;
- Change the Environmental Health Specialist I position (7020, grade 110) from City-funded to grant-funded.

The addition of one (1) Public Health Specialist II position would aid in supporting the increasingly demanding work of the department's Environmental Health Branch, and foster internal growth and retention. Director Thomas has confirmed that such change can be managed within the department's budget when factoring in the reserved salary of a resigning, five-year, Environmental Health Specialist II.

The request to change two (2) fully grant-funded positions to half grant-funded and half City-funded can be managed within the department's budget due to the cost-savings of two recent retirements. If approved, the department would then repurpose that grant money to fully fund one (1) Environmental Health Specialist I position, which the department anticipates becoming available following the internal promotion of an existing employee. I've confirmed with Director Thomas that this repurpose of grant money has been authorized by New Hampshire's Department of Health and Human Services, and falls within the scope of the grant.

I have reviewed these changes with Director Thomas, and am supportive of her proposal. Such changes will ultimately support employee retention by allowing for additional career growth opportunities, and will more effectively meet the Health Department's need to respond and resolve increasingly more complex issues. These proposed changes will not result in any additional expense.

Respectfully submitted,

Victoria Prestejohn
Human Resources Director

Anna J. Thomas, MPH
Public Health Director

Philip J. Alexakos, MPH, REHS
Deputy Public Health Director

Elaine M. Michaud, JD, MPH
Deputy Public Health Director



CITY OF MANCHESTER *Health Department*

BOARD OF HEALTH

Mary Naczas Seigle, BSN, RN, CHPN, Chair
Lara Quiroga, M.Ed., Secretary
Patricia Anglin, MSN, RN, NCSN
Christopher Moriarty, DMD
Ashwini Saxena M.D., Ph.D.

January 23, 2026

Victoria Prestejohn
Human Resources Director
One City Hall Plaza
Manchester, NH 03101

Dear Director Prestejohn,

As you know, the City of Manchester Health Department (MHD), which includes the William B. Cashin Senior Activity Center and the City's Senior Services efforts, is only 37% City funded, with the remainder of our operations supported by federal, state and local grants. In fact, over the past decade, our department has secured over \$46 million in outside funds to support the work of the MHD, other City Departments and community initiatives, alleviating this financial burden from Manchester taxpayers. While this serves as a benefit to the City's budgeting process and overall economic health, it unfortunately severely limits the Department's ability to be nimble and flexible to meet emergent community priorities and needs.

Throughout our strategic planning spanning nearly three decades, we have consistently identified the need to achieve a more sustainable funding model, while incentivizing the future career paths of the next generation of public health leaders in Manchester. With that, we would like to request the following complement and staffing funding allocation adjustments to best position our department to continue to carry out essential services, all while staying within our current budget. It is important to note that there will be no need for additional funding to make these changes.

First, the staffing composition of our Environmental Health Branch has not changed in forty years, whereas the demands and scope of work has increased significantly. We would like to request the addition of a Public Health Specialist II position (Grade 115) to our complement. This would create an assistant supervisor for the team, upward mobility for the existing staff if we promote from within, and more depth within the Branch to assume some of the more complex issues the team faces on a regular basis. Due to a recent resignation, of an Environmental Health Specialist II, we would be able to accommodate this advancement within our current budget.

Second, in light of available City funds resulting from two recent retirements, and the resulting cost savings, we would like to move positions which are partially grant-funded to be fully funded with City dollars. This includes 0.5 FTE of our Infectious Disease Branch— Public Health Nurse Supervisor (Grade 119) and 0.5 FTE of an Administrative Assistant II (Grade 105), who are both critical to the functioning of our department.

This unobligated grant money would then be used to fully fund the Environmental Health Specialist I position (Grade 110) that would become vacant from promoting within to the Public Health Specialist II position. We have already received authorization from NHDHHS to make this change within the scope of this grant funding.

We see these changes as an interim step toward achieving our strategic goals of effective and efficient service delivery, building a more clearly defined succession plan within our teams and an overall stronger funding composition of the department. As mentioned, we are able to make these enhancements within our current budget at no additional expense to the taxpayers. We respectfully request your support of these changes and provide a favorable recommendation to the Committee on Human Resources and Administration (HRIC) at the next scheduled meeting in 2026.

Thank you and sincerely,

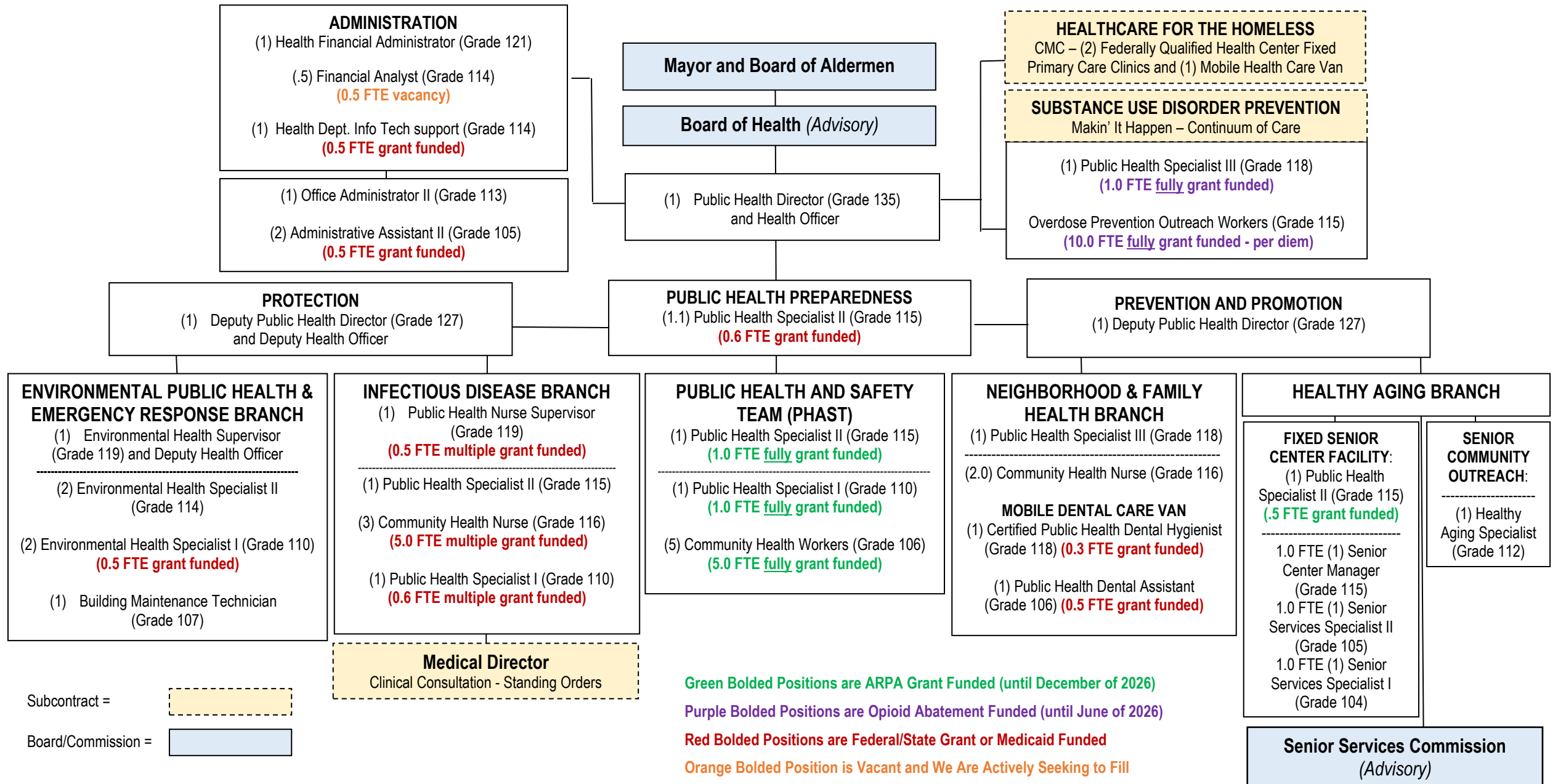
Anna J. Thomas

Anna J. Thomas, MPH
Public Health Director



CITY OF MANCHESTER HEALTH DEPARTMENT

2025 Organizational Chart of All Positions by Funding Source

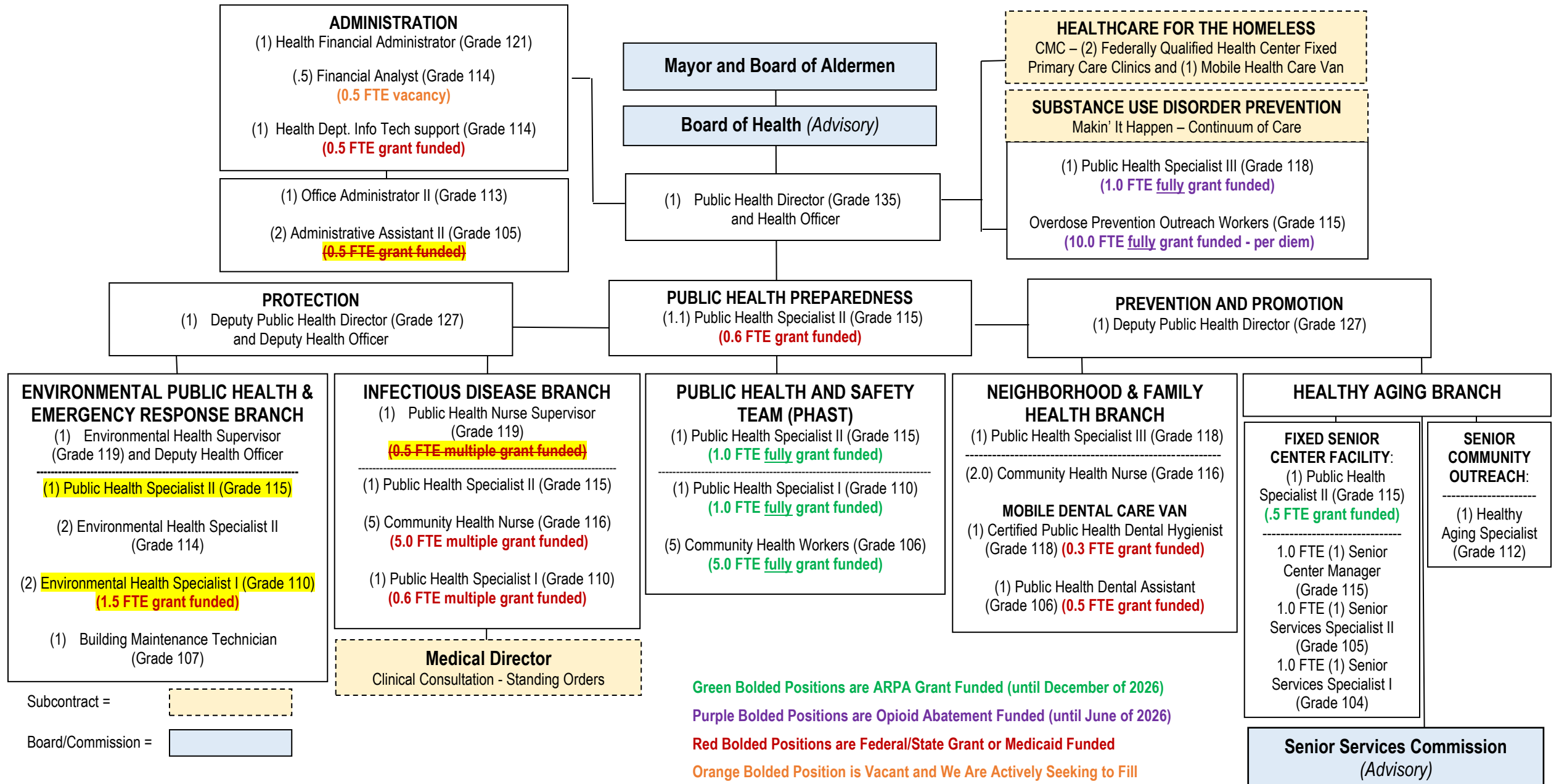




CITY OF MANCHESTER HEALTH DEPARTMENT

2026 Organizational Chart of All Positions by Funding Source

(Highlighted positions show proposed changes)



Victoria Prestejohn
Human Resources Director



CITY OF MANCHESTER Human Resources Department

February 3, 2026

Alderman Daniel Goonan, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Overtime Pay for Emergency Management Manager (9085-122)

Dear Chair Goonan and HRIC Members:

Manchester Fire Chief Ryan Cashin is requesting that one (1) non-affiliated, exempt position be added to the department's list of exempt positions eligible for overtime for purposes of emergency response:

- Emergency Management Manager (9085, grade 122)

As a result of the Evergreen Compensation and Classification study, the Emergency Management Manager was reclassified to a Fair Labor Standards Act (FLSA) exempt position. While exempt status is the proper classification under FLSA, there is a need for an employee in this position to respond to emergencies and to plan for city-wide events, separate and apart from the normal day-to-day operations.

Under the City's compensation system, exempt employees do not normally receive overtime pay. However, as provided in City Ordinance 33.059 (D), emphasis added:

Call-Back Pay. Exempt employees shall not be entitled to call-back pay unless such call-back pay is part of a collective bargaining agreement **or is approved by the Board of Mayor and Aldermen.**

Accordingly, this Board may approve the payment of overtime pay to exempt employees if and when warranted.

Human Resources supports Chief Cashin's request that the BMA approve overtime pay for the Emergency Management Manager position. Authorization for such will not require any additional funding, and can be managed within their current budget.

Accordingly, Human Resources recommends that the BMA approve overtime pay for the Emergency Management Manager position, on the same terms and conditions as it is provided to those in the Collective Bargaining Agreement between City of Manchester, NH and The International Association of Fire Fighters, Local 856, specifically Article 11.3 Payment for Overtime Duty.

Respectfully submitted,

Victoria Prestejohn
Human Resources Director

Chief of Department
Ryan J. Cashin



Assistant Chiefs
Matthew A.K. Lamothe
David Flurey
Joshua Guay

City of Manchester *Fire Department*

December 17, 2025

Victoria Prestejohn, HR Director
One City Hall Plaza
Manchester, NH 03101

Re: Overtime Eligibility for Emergency Management Coordinator

Dear Victoria,

I am writing today to request that one (1) non-affiliated, exempt position (Emergency Management Coordinator) be added to the department's list of exempt positions eligible for overtime for the purposes of emergency responses.

As you know, when a position is classified as FLSA exempt, the employee filling the position is not eligible to receive overtime pay. Historically, there have only been a handful of times where overtime costs for this position have been incurred. Many of these were planned events, such as the Taco Tour, the Manchester Marathon, 4th of July celebration, etc. and therefore easily accounted for in our overtime line item. Of course, we have had and will continue to have unforeseen emergencies where the EOC needs to be activated and additional overtime costs could be realized.

Although offering compensatory time in lieu of overtime payment is an option, it is not in the best interest of the needs of my department. In addition to the time spent getting the person filling in up to speed, I would also be obliged to pay them overtime; thus defeating the purpose of compensatory time.

It is my opinion that due to the sporadic nature of potential overtime associated with this position, the ability to cover the cost of the overtime in my budget and the needs of my department mentioned above, this position should be added to the list of exempt positions eligible for overtime.

I appreciate your time and attention to this matter.

Respectfully,

Chief Ryan Cashin

City of Manchester
New Hampshire

In the year Two Thousand and twenty-six

AN ORDINANCE

“Amending Section 33.026 (Emergency Management Coordinator) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Emergency Management Coordinator, Class Code 9085, Grade 122 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

	CITY OF MANCHESTER, NH	
	Class Title	Emergency Management Manager
	Class Code Number	9085
	Pay Grade	122
	FLSA	Exempt
This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.		

GENERAL STATEMENT OF DUTIES:

Develop, enhance and coordinate relationships with city departments, local officials, state agencies, health care, first responders and other partners to develop a common operating framework for emergency management initiatives.

DISTINGUISHING FEATURES OF THE CLASS:

The principal function of an employee in this class is to plan, prepare and coordinate citywide response to any and all crises and emergency management incidents. The work is performed under the supervision & direction of the Fire Chief, or assigned supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with federal, state and local government and non-government organizations, business community groups, other City employees, outside contractors, and the public. The principal duties of this class are performed in both a general indoor and outdoor work environment with potential personal hazards.

EXAMPLES OF ESSENTIAL WORK:

- Develops partnerships, and/or builds upon existing partnerships, with state and local public health and safety entities;
- Coordinates the planning and preparedness, organizing, training, evaluation and implementation of emergency management initiatives including public health, integrated crises and emergency services;
- Oversees emergency management planning to develop integrated critical incident and emergency management resources, in coordination with City Departments, emergency services, state agencies and other essential partners;
- Provides reporting, updates and data sharing to state and local entities as well as other partners to advance evidence-based strategies in safety and prevention;
- Works in concert with the Public Health Director and senior health department management to assure cross cutting integration;
- Educates the general public and promotes awareness of the risks associated with substance misuse;
- Develops a plan with state and local entities on public health harm reduction strategies for overdose related harms and fatalities;
- Manages coordination of care across programs and monitors follow-up in accordance with quality assurance, best practices and professional standards;
- Establishes and maintains positive collaborative working relationships with stakeholders in the Crisis Management/Civil Commitment processes including; emergency rooms, hospitals, police, corrections facilities, community treatment and homelessness agencies;
- Establishes policies, procedures and provides training in public health awareness and substance misuse prevention strategies;
- Represents the Emergency Management Division and /or Health Department in regional meetings and participates in decisions regarding allocation of resources for all hazards/crisis responses;
- Prepares and assists in budget development in assigned area, including reviews of revenues and expenditures throughout the fiscal year;
- Ensures that all City Departments and non-government agencies included within the plan, are briefed of their role;
- Coordinates with local emergency response agencies on communication planning directed toward the general public;
- Manages public information programs for the community with regards to safety and health;
- Liaison to public health officials, hospitals and clinics, and public/private sector medical personnel;

- Responsible for maintaining and updating the City's newly developed emergency management plans;
- Coordinates incident management/incident command training for the Police Department, Fire Department, Health Department and other stakeholders upon request;
- Coordinates with the Red Cross, Salvation Army and other volunteer groups/organizations associated with disaster response efforts e.g.; emergency homeless sheltering;
- Coordinates and participates in emergency management preparedness and resiliency training programs for the general public;
- Seeks and secures matching federal and state funds through grants and other assistance available;
- Assists in the coordination of the Hazard Mitigation planning process;
- Participates with Joint Information Center activities as needed;
- Assists with working emergency operations and other pre-planned events;
- Assists with social media and press releases as needed;
- Provides guidance and demonstrations to new employees in similar positions;
- Keeps supervisors informed of work progress, issues, and potential solutions;
- Attends meetings and training to stay current on relevant practices and developments;
- Responds to citizen inquiries courteously and promptly;
- Coordinates regularly with others to enhance interdepartmental efficiency; and
- Performs additional duties as required by the classification.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Comprehensive knowledge of Federal, State and local government policies, procedures and strategies related to Emergency Management planning, preparedness, response and recovery;
- Thorough knowledge of the demographics of the City of Manchester and surrounding areas;
- Thorough knowledge of FEMA's National Planning Frameworks;
- Thorough knowledge of the Incident Command System (ICS) and the National Incident Management System (NIMS);
- Thorough knowledge of Homeland Security Exercise and Evaluation Program (HSEEP);
- Substantial knowledge of principles of situational analysis and planning;
- Substantial experience working with social services and human services entities;
- Substantial knowledge of ESF 6 and ESF 8 planning and response elements.
- Substantial knowledge of personnel management and motivational techniques;
- Ability to speak clearly and distinctly in conducting training and instructions operations for individuals and groups;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to work within a command structure requiring strict adherence to the following of orders;
- Ability to respond to a wide range of issues under stress;
- Ability to source and apply for government and non-government, and private sector grants and donations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to gather and analyze data to manage performance and outcomes;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Public Safety, Public Health, Emergency Management, Homeland Security, or a related field. Master's Degree preferred;
- Three to five years of experience working with health care, social service and human services entities and in emergency management and/or public health emergency planning; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

REQUIRED SPECIAL QUALIFICATIONS:

- Intermediate and Advanced Incident Command System (ICS) Coursework (within 6 months of date of hire);
- Homeland Security Exercise and Evaluation Program (HSEEP), preferred;
- International Association of Emergency Managers (IAEM); or
- Certified Emergency Manager (CEM) Certification, preferred;
- Valid Driver's License;
- On-call status.-

ESSENTIAL PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise and confusion associated with disaster situations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform assigned duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment;
- Sufficient strength and endurance with or without reasonable accommodations, which permits the employee to lift, carry and move objects, through a full range of motion, up to 50 pounds occasionally, 30 pounds frequently, and 20 pounds continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties.

Approved by:	Date:	Revised by:	Date:
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To perform this job successfully, an individual must be able to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Given every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description.

Revised: 2-2025

Manchester Fire Department

Current 2026 Organizational Chart

